

# Triangle Industry Liaison Group

## BEST PRACTICES PANEL

September 15, 2010

# About Us

- **Decentralized Human Resources**
- **Multiple subsidiaries**
- **96 Affirmative Action Plans**

# 2009 Audits

- **Houston TX - October 2008:**  
*Closed April 2010*
- **Richmond VA - September:**  
*Conciliation Agreement final reporting October 2010*
- **US Labs – September:**  
*Closed February 24*
- **Dianon- August:**  
*Closed May 12*
- **Raritan NJ – June 16:**  
*Still Open*
- **Elmhurst IL– October 18:**  
*Still Open*

## **2009 Best Practice Changes**

- **Expanded disposition coding at each stage in the selection process**
- **Added Direct Employers to media plan**
- **Outreach sign-off by HR in the field**
- **Enhanced source codes in Applicant Tracking System**
- **Plan code added to each employee record in HRIS/Payroll System**

## 2010 Audits

- **Corporate Scheduling announcement letter received April**
- **Dublin OH: April 22, closed July**
- **Uniondale NY: June 10**
- **Dallas TX: July 15**
- **PA Labs: July 23**

## 2010 Best Practice

- Added Purchase Order to Desk Audit information
- Outreach efforts such as site visits and e-mail/letter documentation included in desk audit information
- Track applicant to hire using source code and job seeker ID
- Added Transition Assistance Online, [www.taonline.com](http://www.taonline.com)

# TRENDS

- **Desk Audits matching scheduling letter**
- **Onsite visits with interviews**
- **Emphasis on documentation of outreach**
- **Request for data on number of veterans**
- **Request for data on accommodations**
- **Request for data on leaves**
- **Request for data on terminations**
- **Request of orientation material, employee communications covering leave, accommodations**